

To Report the Death of A Retiree

Directions: Please complete the form below for the deceased retiree and beneficiary information. You must submit a copy of the death certificate and the completed form to: The City of Lansing Retirement Office, 124 W. Michigan Avenue, 8th Floor, City Hall, Lansing, Michigan 48933.

If you have questions regarding this form, please contact the Retirement Office at (517) 483-4508.

Retired Employee's Name: _____

Social Security Number: _____

Beneficiary Information:

Full Name: _____

Address: _____

Telephone: _____

Social Security Number: _____

Date of Birth: _____

Person Completing Form (if different from beneficiary):

Telephone: _____